**PLT Meeting Agenda / Action Record**

**TEAM NORMS**

* **No Sidebars**
* **Cellphones on vibrate only**
* **Be respectful of others and opinions**
* **Snacks as often as possible**

**TEAM NAME: Kindergarten**

**DATE: Sept. 21, 2011**

**Roles (should alternate throughout the year):**

* **Facilitator: Stryker**
* **Greeter: Dean**
* **Time Keeper: Vann**
* **Recorder: Haenel**

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| **Purpose/Goal(s) for this meeting: Look at the data collected on our students thus far and gauge the needs of our children.** |

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| **Meeting Topics:**  **1. Welcome to all!**  **2. Kid Talk – beginning of year/data**  **3. Set Agenda for Next PLT** | **Desired Outcomes:**  **1. Find strategies to help our lowest kids succeed**  **2. Discuss any behavioral issues**  **3. Data reviewed** |

**MEETING MINUTES (TO BE COMPLETED BY THE RECORDER):**

**Team Members Present Team Members Absent**

**Haenel, Spragley, Stryker, Vann**

**Kohler, Allmon, Taylor, Allen, Johnson**

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| **Discussion / Decision Summary:**   * **Kid Talk** * **Ms. Vann – 2 kids for writing…discussed strategies.** * **Ms. Stryker - 1 with oral fixation…discussed strategies.** * **AG – Ms. Gibson came by to discuss differentiation. K lends itself well to differentiation. Surveyed the types we use in our room.** * **Reviewed recommended time allotments for instruction. Discussed scheduling and how constant transition is interfering with reaching the recommended time for instruction.** * **Discussed bubble sheets** |

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| **Action Steps:**  **1.**  **2.**  **3.** | **Person Responsible:**  **1.**  **2.**  **3.** |

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| **Agenda items for next meeting:**  **1. Discuss/share differentiation strategies in our classrooms**  **2. Read for the record**  **3. Math Profile Cards** | **Artifacts attached from this meeting:**  **1.**  **2.**  **3.** |